

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer**

Position: Information Technology Specialist Series/Grade: GS-2210-13	Announcement No: ETA-04- 145
	Opening Date: 9/23/04
	Closing Date: 10/4/04
Salary Range: \$72,108 - \$93,742 (includes locality pay of 14.63%)	Number of Vacancies: One (1)
	Bargaining Unit: Inside – Local 12
Organizational/Geographic Location: Employment & Training Administration Office of Performance and Technology Security Team	Promotion Potential: No
	Civil Service Status Required: Yes
	Temporary Position: No - Permanent
	Part-time Position: No – Full-Time
Duty Station: Washington, DC	Area of Consideration: DOL Status Candidates, Washington, DC Metropolitan area

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://www.doleta.gov/jobs/> .

<p>Position Duties and Responsibilities:</p> <p>This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Office of Performance and Technology (PROTECH), Security Team. This position will be that of an Information Technology Security Officer (ITSO). The ITSO reports to the PROTECH Administrator through the Information Technology Security Manager (ITSM). PROTECH is responsible for overseeing the development and implementation of the information technology (IT) Cyber Security Program Plan for ETA to secure the Agency from internal and external threats or attacks. PROTECH provides ETA employees with professional and knowledgeable services to protect resources. PROTECH is responsible for ETA's IT security and disaster preparedness activities.</p> <p>The ITSO is responsible for assisting with the planning, coordinating, and controlling information system security for ETA. This will include the identification of security measures for all computers, electronic storage devices, and communications systems. The ITSO will provide support for all information system security activities throughout the agency.</p> <p>The incumbent's specific duties include, but are not limited to:</p> <p>Assists in the certification and accreditation activities, including Security Test and Evaluation (ST&E) and Independent Validation and Verification (IV&V) for applications and systems in ETA.</p> <p>Coordinates and assists with overseeing the Office of Inspector General (OIG), General Accounting Office, Office of Personnel Management and/or external audits for conducting periodic evaluations and reviews to insure the effective implementation of security safeguards and that the security program is in compliance with existing directives and appropriate to the risks and sensitivity of each computer application.</p> <p>Assures that ETA personnel receive initial and follow-up computer security awareness training as required by the Department of Labor.</p> <p>Implements ETA's security policy through the system or application's life cycle.</p> <p>Reviews and provide expert feedback on system security life cycle documentation, such as Data Sensitivity Assessments, Privacy Impact Assessments, Risk Assessments, System Security Plans, Incident Response Plans, Contingency and Disaster Recovery Plans, Configuration Management Plans, Plans of Action and Milestones, etc.</p>
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Provides oversight and enforcement of security directives, orders, standards, plans and procedures for general support systems (GSS) and major applications/systems.

Recommends installation, modification or replacement of any hardware or software component and any configuration change that affects the operating system, database, system or network security.

Generates, reviews, and submits weekly reports on behalf of the IT Security Team.

Notifies the ISTM immediately of any security violations, attempt to gain unauthorized access to information, virus infection that may affect the network, or other event affecting system security, and assist with the investigation and preparation of the initial and final reports.

Ensures that systems that issues, protects, changes, and revokes passwords are carried out as prescribed in ETA's policies and/or procedures.

Assures that system backup procedures are in place for recovery from loss or destruction of data and program files, or from physical damage to the ETA Data Center.

Ensures standard security procedures and protocols governing network operations are developed and promulgated.

Maintains awareness of potential threats to the security and/or integrity of system data; stays abreast of threat activity to include computer viruses, patterns and methods of unauthorized intrusion in other government computer systems; communicates effectively and in a timely manner with all staff organizations regarding potential threats; conducts security briefings and other types of security training to foster an awareness of the security program throughout the agency.

Develops, writes, and maintains a variety of system security documentation, such as policies, procedures, Newsletters, standards, guides, manual, and brochures. In addition, maintain the ETA Cyber Security Program Plan, Computer Security Handbook, and IT security internal website.

Participates in the Department's monthly IT Security Subcommittee meetings as required.

Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

Applicants must have one year (52 weeks) of specialized experience equivalent to the next lower grade level, GS-12, in the Federal service. Specialized experience is experience in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position to be filled (such as designing, testing and implementing databases).

Applicants must also meet time-in-grade requirements.

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

☐ Requires a security clearance
☐ Requires a medical examination
☐ Subject to financial disclosure requirements
☐ Requires a supervisory/managerial probationary period if the requirement has not been met

☐ Subject to frequent overtime
☐ Subject to frequent travel
☐ Requires a valid drivers license
☐ Subject to geographic mobility
☐ Subject to drug test prior to appointment

METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTORS LISTED BELOW. FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.

EVALUATION FACTORS: Factors designated (H) are rated high.

1. Comprehensive knowledge of systems and networking technologies to oversee to ensure appropriate countermeasures are in place. (H)
2. Skill in a variety of tools and techniques for providing secure solutions for applications and systems to provide expert advice and guidance. (H)
3. Ability analyze and evaluate organizational policies, procedures, and guidance necessary for the successful implementation of an agency's computer security program plan. (H)
4. Knowledge of Federal IT security legislation, standards, requirements, and guidance to ensure security requirements for general support systems and major applications are in compliance. (H)
5. Ability to communicate effectively orally and in writing in order to present technical information on IT security to management, technical, and non-technical personnel. (H)

HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed.
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

<p>The following material is required if checked:</p> <p><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal.</p> <p><input type="checkbox"/> -- College transcript, if qualifying on education.</p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</p> <p>Your job application will not be accepted 1) if it is submitted in a franked government agency envelope, 2) if it is faxed from a government facility, or 3) if it is emailed from a government email account, as this would be in violation of Federal law and regulation.</p> <p><u>This position is also being announced as ETA-04-146PN. If you wish to be considered, you must submit a separate application.</u></p>	<p><i>Mail your application to, or secure forms or information from:</i></p> <p>U.S. Department of Labor Employment and Training Administration Office of Human Resources 200 Constitution Avenue, NW, Room N-4656 Washington, DC 20210</p> <p>Attn: Kimberly Coleman Commercial: (202) 693-3922 Fax: (202) 693-3734 TTY: (202) 693-3924</p> <p>The area of consideration for this position has been limited to DOL Status Candidates, Washington, DC Metropolitan area</p> <p>This position is inside the Bargaining Unit – Local 12.</p> <p><u>An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application must be in the Office of Human Resources or be postmarked by the closing date of this announcement.</u></p>
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ADDITIONAL INFORMATION TO APPLICANTS

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.